

## **Minutes of the CCR-FYI Steering Committee (SC) Meeting**

**September 30, 2004, Thursday 12:00-1:00 pm**

**Bethesda: Building 37, Rm 4041, 301-435-7427 (phone: 301-402-9194)**

**Frederick: Building 549/Conf Rm B (700-848-1113) (phone: 301-846-5864)**

The meeting was called to order.

In attendance were:

*Bethesda-* Sohrab Bodaghi, Derrick Cox, Sarah Kolla, Melissa Maderia, Margaret Pratt, Kwang Suh, Jonathan Wiest.

*Frederick-* Maja Bumke, Kevin Chang, Ramalakshmi (Lakshmi) Darbha, Arindam Dhar, Anil Shankar

*Excused absences* –Kathleen Dohoney, Cem Elbi, Susan Lindtner, Arti Patel, Nicole LaRonde LeBlanc

The meeting was called to order.

### 1) Points of Interest:

- a. Steering Committee membership: Lakshmi reported on the SC membership which includes 24 regular participants and 23 individuals who have not been attending SC meetings. It was suggested that the non-participating individuals be notified that, per the By Laws, they will be removed from membership if they do not attend the meetings regularly.

### 2) Subcommittee Reports

- a. Retreat Subcommittee (Derrick Cox & Kevin Chang):

The retreat will be Feb 28-March 2 of 2005 at the Marriott in Williamsburg. Several deadlines have been set, the abstract deadline is December 13, 2004 and the registration deadline is January 14, 2005. Currently, we have Dr. Rita Colwell and Dr. Carl Barrett confirmed as speakers. Dr. Andrew von Eschenbach and Dr. Margaret Foti have expressed interest but not yet confirmed. Other invited speakers include Dr. Erik Kandel and Dr. David Allison. Derrick hopes to confirm all six speakers by the end of November.

Workshop topics were discussed and are as follows along with the names of those who have thus far volunteered to organize the workshops:

1. Skills for the Jobseekers: Encompasses how to write an effective resume, interview tips, NCI fellows who are in the middle of/or have recently made the transition from fellowships to real jobs.
2. Career Workshop: Panel of industry, academic and alternative careers representatives.
3. Middle-Aged and Still Training: Real life issues such as financial planning, etc.
4. International Affairs (Anil Shanker and Maja Bumke will co-chair): Visa issues, grants available for foreign fellows, etc.
5. Mentorship: How to be a good mentor, panel of recent NCI mentorship awardees, etc.
6. Grantsmanship: Mock study section, what are examined in a grant during a study section review, etc.

Volunteers are still needed to organize and chair the workshops. Please contact Kevin Chang ([kchang@ncifcrf.gov](mailto:kchang@ncifcrf.gov)) if you would like to volunteer. A teleconference to discuss the format of the workshops is tentatively scheduled for Wed, Oct. 13, at noon.

Topics for poster sessions were discussed, particularly in light of the increasing body of HIV-associated studies being conducted. The poster session topics will be as follows:

- Pharmacology and Chemistry (PC)
- Carcinogenesis, Cancer Models, Epidemiology, and Cancer Prevention (CCMECP)
- Immunology, Genetics, and Virology (IGV)
- Molecular and Cell Biology (MCB)

The paperwork for the meeting site/hotel has not yet been finalized, but should be completed “within the next few days”. Thereafter Jean Kazares will begin preparing the poster and announcements for the retreat.

b. Publicity/Social subcommittee

- Newsletter: Has been sent to editorial board for review.
- Website: Need to begin posting agenda and committee meeting minutes.

c. Scientific Subcommittee

Preliminary plans have been made to invite NCI core facilities managers/directors for talks.

d. Community Life

Anyone interested in joining the “Team NIH” for an AIDS run should contact Kathleen ([dohoneyk@mail.nih.gov](mailto:dohoneyk@mail.nih.gov)).

3) Other business

A photo of the Frederick SC members was planned for today’s meeting, however, there were too few SC members present to warrant taking a group photo. Frederick members are asked to contact Lakshmi ([lakshmi@ncifcrf.gov](mailto:lakshmi@ncifcrf.gov)) to indicate whether they will be attending the next SC meeting (Oct. 28) or to suggest an alternate time that might be more convenient.

4) Meeting was adjourned.

Respectfully submitted,  
Margaret Pratt  
Ramalakshmi Darbha  
CCR-FYI Secretaries  
October 13, 2004